

Records Retention Requirements for the Summer Food Service Food Program

This document addresses the records retention requirements for the U.S. Department of Agriculture's (USDA) [Summer Food Service Program \(SFSP\)](#). These requirements apply to all school food authorities, private non-profit organizations, municipalities, residential camps, and institutes of higher learning that participate in the SFSP.

USDA Requirements

All SFSP sponsors must comply with the records retention requirements below. These requirements apply to SFSP sponsors that self-operate their food service program and SFSP sponsors that vend their food service program through a [food service management company \(FSMC\)](#).

- Maintain all necessary records for a period of three years after submission of the final claim for reimbursement for the fiscal year.
- If audit findings have not been resolved, retain records beyond the three-year period, for as long as required to resolve the issues raised by the audit.

SFSP sponsors should check with their governing authority to determine if local records retention requirements are more stringent.

Required Records

The required records that must be maintained include all records related to the SFSP. The list below includes some examples but is not all inclusive.

- **Reimbursement claims:** Supporting documentation for the monthly claims for reimbursements, e.g., daily meal count sheets, monthly meal count compilation spreadsheets, and all other applicable claims documentation.
- **Menus:** Supporting documentation for menus, e.g., breakfast, lunch, supper, and snack menus, recipes, production records or an alternate system for documenting reimbursable meals, delivery receipts for satellite sites, Child Nutrition (CN) labels, product formulation statements, Nutrition Facts labels and ingredients, and all other applicable menu and crediting documentation. For additional guidance on the required menu documentation, refer to the CSDE's resource, [Accepting Processed Product Documentation in the Summer Food Service Program](#), and visit the "[Crediting Commercial Processed Products](#)" section and "[Crediting Foods Made from Scratch](#)" section of the SFSP webpage.

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- **Income eligibility (applies only to residential camps and closed enrolled sites in non-area eligible locations):** All approved free and reduced-price applications, denied applications, direct certification data, eligibility status from school food authorities, and all other applicable application documentation. Applicable forms and guidance are available on the CSDE's [Eligibility for Free and Reduced-price Meals and Free Milk in School Nutrition Programs](#) webpage and the [Direct Certification for School Nutrition Programs](#) webpage.
- **Cost records:** Cost records including receipts, invoices, canceled checks, payroll documentation and timesheets, and electronic (ACH) deductions and transfers.
- **Contracts:** Supporting documentation for the Request for Proposals (RFP) process for FSMC selection. For forms and guidance, visit the "[Contracts in the SFSP](#)" section of the CSDE's Food Service Management Company webpage.
- **Procurement:** Supporting documentation for procurement including all bids and purchases, and all other applicable procurement documentation.
- **Civil rights:** Supporting documentation for civil rights, including participant data collection forms and the SFSP sponsor's *Summary Form for SFSP Civil Rights Beneficiary Data Collection*. For forms and guidance, visit the "[SFSP Civil Rights Requirements](#)" section of the CSDE's Civil Rights for Child Nutrition Programs webpage.
- **Staff training:** Supporting documentation for staff training, such as training agendas and staff sign-in sheets. The required training documentation form is the CSDE's [Training Documentation Form for the Summer Food Service Program \(SFSP\)](#).

For questions or additional guidance on these requirements, contact the [Summer Meals staff](#).

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Resources

Accepting Processed Product Documentation in the Summer Food Service Program (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/sfsp/creditingfsp/accepting_processed_product_documentation_sfsp.pdf

Child Nutrition (CN) Labels (“Documents/Forms” section of CSDE’s Summer Food Service Program (SFSP) webpage):

<https://portal.ct.gov/sde/nutrition/summer-food-service-program/documents#CNLabels>

Civil Rights for Child Nutrition Programs (CSDE webpage):

<https://portal.ct.gov/sde/nutrition/civil-rights-for-child-nutrition-programs>

Crediting Foods in the Summer Food Service Program (“Documents/Forms” section of CSDE’s SFSP webpage):

<https://portal.ct.gov/sde/nutrition/summer-food-service-program/documents>

Crediting Summary Charts for the Summer Food Service Program Meal Patterns (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/sfsp/creditingfsp/crediting_summary_charts_sfsp.pdf

Food Service Management Company (CSDE webpage):

<https://portal.ct.gov/sde/nutrition/food-service-management-company>

Forms (“Apply” section of CSDE’s SFSP webpage):

<https://portal.ct.gov/sde/nutrition/summer-food-service-program/apply>

Product Formulation Statements (“Documents/Forms” section of CSDE’s SFSP webpage):

<https://portal.ct.gov/sde/nutrition/summer-food-service-program/documents#PFS>

Production Records (“How To” section of CSDE’s SFSP webpage):

<https://portal.ct.gov/sde/nutrition/summer-food-service-program/how-to#ProductionRecords>

Program Guidance for the Summer Food Service Program (CSDE webpage):

<https://portal.ct.gov/sde/nutrition/program-guidance-for-the-summer-food-service-program>

Standardized Recipes (“Documents/Forms” section of CSDE’s SFSP webpage):

<https://portal.ct.gov/sde/nutrition/summer-food-service-program/documents#StandardizedRecipes>

USDA Memo SP 05-2025, CACFP 04-2025, and SFSP 02-2025: Guidance for Accepting Processed Product Documentation for Meal Pattern Requirements:

<https://www.fns.usda.gov/cn/labeling/guidance-accepting-processed-product-documentation>

Using Child Nutrition (CN) Labels in the School Nutrition Programs (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/nslp/crediting/cn_labels_snp.pdf

Using Product Formulation Statements in the School Nutrition Programs (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/nslp/crediting/product_formulation_statements.pdf

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For more information, contact the [Summer Meals staff](#) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841. This document is available at https://portal.ct.gov/-/media/sde/nutrition/sfsp/records_retention_sfsp.pdf

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Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

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